



ACCREDITATION RULE 30
Issue Date: 2011/07/01
Implementation Date: 2012/07/01
Supersedes: 2011/01/06

SUBJECT: Accreditation Program for Occupational Health and Safety Management Systems (OHSMS)

APPLIES TO: OHSMS ANAB-Accredited and Applicant Certification Bodies

PREFACE

This Accreditation Rule is to inform certification bodies (CBs) of ANAB requirements for accreditation to certify organizations for OHSMS conforming with ANSI/AIHA Z10, CSA Z1000, and/or BS OHSAS 18001.

ACCREDITATION RULE

1. Requirement Documents (current versions)
 - 1.1. ANSI/AIHA Z10, American National Standard for Occupational Health and Safety Management Systems
 - 1.2. CA Z1000, Occupational health and safety management
 - 1.3. BS OHSAS 18001, Occupational health and safety management systems. Requirements
 - 1.4. ISO/IEC 17021, Conformity assessment – Requirements for bodies providing audit and certification of management systems
 - 1.5. MA 6000, ANAB Accreditation Manual, and applicable ANB Accreditation Rules
 - 1.6. IAF Mandatory Documents as applicable
2. Prerequisites
 - 2.1. A CB shall conform with ISO/IEC 17021.
3. Application Process
 - 3.1. OHSMS applicant CBs can obtain an application for informational use at www.anab.org.
 - 3.2. The application process outlined at <http://www.anab.org/certification-bodies/become-a-certification-body.aspx> must be completed via ANAB's Enterprise Quality Manager (EQM) database when the CB is ready to apply for OHSMS accreditation.
 - 3.3. The application fee includes the cost of one assessor day for the off-site documentation review.
 - 3.4. A CB may apply for one, two, or all three standards, and must complete an application for each standard for which it seeks accreditation.
4. Initial Assessment and Accreditation
 - 4.1. An ANAB accreditation assessor shall conduct a full documentation review.
 - 4.2. After the documents are found acceptable for *each standard* for which the CB has applied, ANAB shall conduct an office assessment and required witnessed audits for *one of the standards* (and when accreditation is granted, the CB will be accredited for *each standard* for which it applied).
 - 4.2.1. The office assessment normally shall be conducted on site and is to be conducted to ensure the CB's certification process for OHSMS conforms with ISO/IEC 17021.
 - 4.2.2. ANAB shall witness the CB conducting a two-stage audit process (stages 1 and 2).

4.2.2.1. The stage 2 OHSMS audit shall be conducted by a team of at least two auditors of the CB.

4.2.2.2. The ANAB assessment team shall have the same number of members as the CB audit team.

5. Ongoing Surveillance

5.1. ANAB shall conduct an annual office assessment, and annually witness a CB team conducting an OHSMS audit.

5.1.1. The office assessment shall be conducted concurrently with other ANAB programs for which the CB is accredited.

5.1.2. ANAB will witness at least one on-site audit per year for this program. The specific OHSMS standard used at this annual audit and which CB audit team members are observed are at ANAB's discretion.

5.1.3. Annual witness audits may be surveillance audits; however, one annual witnessed audit in the accreditation cycle shall evaluate the CB's recertification process and one annual witnessed audit in the accreditation cycle shall evaluate the CB's initial certification audit (stages 1 and 2) process.

6. Re-accreditation

6.1. The OHSMS accreditation period initially shall be four years *or* shall be established to coincide with the CB's current accreditation period (if any), and thereafter shall be four years.

6.2. ANAB shall conduct a document review, on-site office assessment, and witnessed audits.

6.1.1. The required witnessing of a CB's initial audit (stages 1 and 2) may be achieved any time within the accreditation cycle; however, it must be completed prior to re-accreditation.

7. Scope of Accreditation

7.1. The scope of accreditation shall be for the scopes specified in Annex 1. The risk levels for OHSMS scopes are based on occupational health and safety risks associated with product and/or service processes. While Annex 1 identifies major occupational health and safety competencies commonly associated with organizations in each scope, it is understood that within a scope the worker health and safety competencies needed by the CB will be unique for each organization. Annex 2 provides additional detail on occupational health and safety risks associated with product and/or service processes.

7.1.1. Level 2 risk scopes require a witnessed audit prior to initial accreditation for the scope.

7.1.2. Level 1 risk scopes may require a witnessed audit.

7.2. During the initial application review, ANAB will determine the witnessing needed for the scopes sought by the CB.

7.3. Expanding the scope of accreditation

7.3.1. The CB is to provide a completed scope application (via EQM) that includes evidence demonstrating an appropriate level of competence for the desired scope(s).

7.3.1.1. The CB is not allowed to apply for a scope until any open ANAB nonconformances with regard to competence are closed.

7.3.2. A competent accreditation assessor or technical reviewer will review the application and documentation, including the CB's competencies and processes for the specific scope(s), and prepare a written response on the CB's conformance, which shall result in one of the following recommendations:

a. Witness a CB audit prior to further review of the application and the conditions of the witnessed audit.

- b. Grant the scope.
- c. Not grant the scope.

8. Personnel Competencies

- 8.1. When determining the competence criteria for OHSMS, the technical areas shall be related to worker health and safety hazards associated with an organization's product and/or service processes.



ACCREDITATION RULE 30 Annex 1. OHSMS Scope Table

Note: While the scope of accreditation is the economic sector/activity, the CB will need to demonstrate occupational health and safety competencies commonly associated with organizations in the economic category. It is understood that within a scope the occupational health and safety competencies will be unique for each organization and may differ from those identified in this table. Annex 2 provides additional detail on occupational health and safety competencies.

Scope	Description of Economic Sector/Activity	NACE Division/ Group/Class (rev.2)	Occupational Health Competencies									Risk Level	
			Commercial diving operations	Construction	Elevated work	Emergency services	General working conditions	Heavy work/maintenance activities	Lifting	Occupational health & environmental control	Process safety		Transportation
1	Agriculture, forestry and fishing	01, 02, 03						X	X	X		X	1
2	Mining and quarrying	05, 06, 07, 08, 09		X	X			X	X	X		X	1
3	Food products, beverages, and tobacco	10, 11, 12						X	X	X	X		1
4	Textiles and textile products	13, 14						X		X			1
5	Leather and leather products	15						X		X			1
6	Wood and wood products	16						X	X	X			1
7	Pulp, paper and paper products	17						X	X	X			1
8	Publishing companies	58.1, 59.2						X		X			1
9	Printing companies	18						X		X			1
10	Manufacture of coke and refined petroleum products	19						X	X	X	X		1
11	Nuclear fuel	24, 46						X		X	X		2
12	Chemicals, chemical products and fibers	20			X			X		X	X		2
13	Pharmaceuticals	21						X		X	X		1
14	Rubber and plastic products	22						X		X	X		1
15	Non-metallic mineral products	23 except 23.5 and 23.6						X		X	X		1
16	Concrete, cement, lime, plaster, etc.	23.5, 23.6						X		X	X	X	1
17	Basic materials and fabricated metal products	24 except 24.46, 25 except 25.4, 33.11						X	X	X	X		1
18	Machinery and equipment	25.4, 28, 30.4, 33.12, 33.2			X			X	X				1
19	Electrical and optical equipment	26, 27, 33.13, 33.14, 95.1						X		X			1
20	Shipbuilding	30.1, 33.15	X	X	X			X	X	X		X	1
21	Aerospace	30.3, 33.16		X	X	X		X	X	X		X	1
22	Other transport equipment	29, 30.2, 30.9, 33.17		X				X	X	X		X	1
23	Manufacturing not elsewhere classified	31, 32, 33.19						X		X			1
24	Recycling	38.3								X			1
25	Electricity supply	35.1			X			X		X		X	1
26	Gas supply	35.2						X		X			1
27	Water supply	35.3, 36						X		X			1
28	Construction	41, 42, 43	X	X	X			X	X	X			2
29	Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods	45, 46, 47, 95.2						X				X	2
30	Hotels and restaurants	55, 56						X					1
31	Transport, storage and communication	49, 50, 51, 52, 53 61							X	X	X	X	2
32	Financial intermediation; real estate; renting	64, 65, 66, 68, 77						X					1
33	Information technology	58.2, 62, 63.1						X					1
34	Engineering services	71, 72, 74 except 74.2 and 74.3						X					1
35	Other services	69, 70, 73, 74.2, 74.3, 78, 80, 81, 82		X					X	X	X		1
36	Public administration	84						X					1
37	Education	85						X					1
38	Health and social work	75, 86, 87, 88						X		X			1
39	Other social services	37, 38.1, 38.2, 39, 59.1, 60, 63.9, 79, 90, 91, 92, 93, 94, 96						X		X			1



ACCREDITATION RULE 30

Annex 2. Occupational Health and Safety Competencies

Construction

- Underground construction, caissons, cofferdams and compressed Air
- Concrete and masonry
- Steel erection
- Power transmission and distribution systems
- Demolition
- Blasting and the use of explosives

Commercial Diving Operations

Elevated Work

- Scaffolds, ladders and other working surfaces
- Stairways and ladders
- Fall protection

Emergency Services

- Life saving equipment

General Working Conditions

- Housekeeping
- Walking-working surfaces
- Means of egress: doors, hatches and other means of access
- Signals and barricades
- Materials handling storage, use and disposal

Heavy Work/Maintenance Activities

- Machinery, electrical machinery and machine guarding
- Hand and portable powered tools and other hand-held equipment
- Welding, cutting, brazing and heating
- Compressed gas and compressed air equipment
- Electrical
- Portable, unfired pressure vessels, drums and containers
- Excavations

Lifting

- Cranes and derricks
- Powered platforms, man lifts and vehicle-mounted work platforms
- Helicopters, hoists, elevators and conveyors
- Materials and cargo handling gear, equipment and rigging
- Rollover protective structures; overhead protection

Occupational Health and Environmental Control

- Toxic and hazardous materials/substances
- Confined and enclosed spaces and other dangerous atmospheres
- General environmental controls
- Personal protective equipment
- Medical and first aid
- Fire protection and prevention

Process Safety

- Hazardous operations
- Management of change

Transportation

- Motor vehicles, mechanized equipment and marine operations